



**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT**  
COURT SERVICES DIVISION  
INSTRUCTIONS LEVY UPON REAL PROPERTY



**Gary Penrod, Sheriff**

☐ Check here if this is supplemental information to previously submitted instructions.

\_\_\_\_\_  
Plaintiff

Vs. \_\_\_\_\_  
Defendant

Case No. \_\_\_\_\_

*Provide the original writ and 5 copies, together with the appropriate fees. Please type or print legibly.*

- ☐ Writ of Execution (money judgment) Does the real property contain a dwelling? ☐ YES ☐ NO
- ☐ Writ of Sale – Attach a certified copy of the Judgment for Sale as required by CCP 716.010[c]. If the Judgment is pursuant to a judicial foreclosure, and a right of redemption is applicable, include and attach a list of lien holder name(s) and address(es). If there are no lien holders, so state:
- ☐ Writ of Attachment – Levy only – the defendant's interest is not sold under attachment. If this levy is pursuant to a writ of attachment and the defendant has not been previously served with a copy of the summons and complaint, you are required pursuant to CCP 488.020 [c], to instruct\* the levying officer to serve a copy of the summons and complaint, at the time the writ is served, upon the defendant. Please provide two copies of the summons and complaint for each defendant to be served. Was the defendant previously served with the summons and complaint?  
☐ YES ☐ NO\*.
- ☐ Please serve a copy of the summons and complaint upon the defendant(s).  
If the writ was issued upon noticed hearing, was the defendant present at the hearing for the issuance of the writ? ☐ YES ☐ NO

Pursuant to the writ, please levy upon and sell the interest of the following judgment debtor(s)/defendant(s).

NAME: \_\_\_\_\_

ADDRESS (including mailing address): \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS (including mailing address): \_\_\_\_\_

The debtor's interest in the real property being levied upon and sold is described as follows:

COMMON STREET ADDRESS (if applicable): \_\_\_\_\_

ATTACH TO THIS SHEET THE LEGAL DESCRIPTION OF THE PROPERTY. INCLUDE THE ASSESSOR'S PARCEL NUMBER. BE SURE THAT THE LEGAL DESCRIPTION IS TYPED AND CLEAR ENOUGH FOR RECORDING PURPOSES. (PROVIDE ASSESSOR'S MAP IF VACANT LAND)

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT**

157 West Fifth St., 3<sup>rd</sup> Floor • San Bernardino, California 92415-0480  
Telephone No. (909) 387-5700



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Please check the appropriate box in response to the following questions:

Is the real property a leasehold estate? ☐ YES ☐ NO

If yes, how many years are remaining on the lease? \_\_\_\_\_

Does the real property also stand in the name of third persons (record owners other than the judgment debtor/defendant) as would be indicated by the records of the county? ☐ YES ☐ NO. If yes, list below the names and addresses of such third persons as shown by the records of the office of the tax assessor or, if no addresses shown, the address used by the county recorder for the return of the instrument creating the interest of the third person in the property. Include, with the list of third persons, any AKA's of the judgment debtor/defendant as indicated by the records of the county. Attach a separate sheet if necessary.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional names and addresses of third persons are contained on a separate sheet.

**NOTICE: ALL COMMUNICATIONS, REFUNDS, AND COLLECTIONS WILL BE MADE TO THE NAME AND ADDRESS LISTED BELOW: (Please Print)**

Accept \$ \_\_\_\_\_ plus levy costs and interests to satisfy this case.

\_\_\_\_\_  
Signature of attorney (or creditor without an attorney)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
PRINT Name and address of attorney (or creditor without an attorney)

Tel # ( ) - \_\_\_\_\_

Fax# ( ) - \_\_\_\_\_

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